



M E M O R A N D U M

TO: Q.C.C. FACULTY (FULL & PART-TIME/DAY, CLL, CET)

FROM: CLIFFORD S. PETERSON, PRESIDENT
BARRY GLINSKI, QCC/MCCC PRESIDENT

SUBJECT: SUGGESTIONS FOR THE MANAGEMENT OF CLASSROOM DISCIPLINE

DATE: MARCH 11, 1993

The attached Suggestions for the Management of Classroom Discipline have been jointly developed by the QCC/MCCC Executive Committee and the President's Cabinet. Please note that the policy of the institution is that the management of classroom discipline is the prerogative and the responsibility of the Instructor and that these are only suggestions as to how you might proceed in the event that inappropriate and/or disruptive behavior should occur in your classroom or laboratory. If you have any questions or suggestions, please contact any members of the Unit Executive Committee or President's Cabinet.

p.k.
Attachment

cc: President's Cabinet

✓ Academic Assistant/Associate Deans

Suggestions for the Management of Classroom Discipline

At Q.C.C., the management of classroom discipline is the prerogative and responsibility of the individual instructor. Included in that responsibility is that of informing students of the Instructor's expectations of appropriate behavior regarding conduct in the classroom and the relationship in the syllabus, if any, of that conduct to the grading procedure. Having done so, the following suggestions are presented for instances where inappropriate and/or disruptive behavior occurs in the classroom:

- 1 - A student whose conduct in the classroom is disruptive and/or inappropriate, should be informed of that fact by the Instructor when the misconduct occurs and the student asked to meet with the Instructor in private (including the option of recessing the class to do so immediately).
- 2 - If the disruptive and/or inappropriate conduct persists, and if, in the judgment of the Instructor, a subsequent event imposes a threat to the safety of the Instructor or any member of the class, the Instructor should dismiss or recess the class and contact the Dean of Students immediately.
- 3 - When an Instructor reports an instance of inappropriate and/or disruptive classroom behavior to the Dean of Students or his/her designee:
 - a - the Instructor should also inform the appropriate Assistant/Associate Academic Dean of the instance and the circumstances involved.
 - b - the Dean of Students will involve the Instructor and the appropriate Assistant/Associate Academic Dean in determining the appropriate action and communicate the action taken to them, the Academic Dean, and the President.
- 4 - All instances of disruptive, inappropriate, and/or violent behavior outside of the classroom should be reported immediately to Security. Faculty and staff should avoid involvement if at all possible.